

# Renewal of STCW certificates and tanker certificates/ endorsements

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This guideline is for applicants renewing STCW certificates of competency and certificates of proficiency or endorsements for tankers

# Renewal of STCW certificates and tanker certificates/endorsements

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This document is uncontrolled if printed. Please refer to the Maritime New Zealand website for the latest version.

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## **Disclaimer**

This guidance provides information and explanations about the requirements set out in the maritime rules, but are not a substitute for the rules themselves, which are the law. This guidance refers to provisions in Maritime Rules Part 32, Seafarer Certification. The Director of Maritime New Zealand will grant a certificate only when satisfied that all requirements have been met.

In this guidance, any references to 'we' or Maritime New Zealand relating to a decision about the issue or renewal of any seafarer certificate are references to the Director or a person acting under the Director's delegated authority.

**[maritimenz.govt.nz/rules](https://maritimenz.govt.nz/rules)**

# 1. Overview

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## Renewal of STCW certificates and tanker certificates/endorsements

This guideline is for seafarers wanting to renew (revalidate) their New Zealand STCW (International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers) certificate of competency or tanker certificate of proficiency or endorsement. There is a separate guideline about renewing other certificates of proficiency.

The information in this guideline applies to the following New Zealand STCW certificates and tanker certificates of proficiency or endorsements:

|                                      |  |
|--------------------------------------|--|
| Watchkeeper Deck <500GT Near-Coastal | Master Yacht   |
| Watchkeeper Deck                     | Electro-technical Officer (ETO)  |
| Chief Mate <3000GT                   | Marine Engineer Class 3 (MEC 3)  |
| Chief Mate                           | Marine Engineer Class 2 (MEC 2)  |
| Master <500GT Near-Coastal           | Marine Engineer Class 2 endorsed as chief engineer (MEC 2 ECE)   |
| Master <500GT Master                 | Marine Engineer Class 1 (MEC 1)  |
| Master <3000GT                       | Global Maritime Distress and Safety System radio operator (GMDSS)  |
| Master                               | Basic tanker endorsement <i>or</i> certificate of proficiency for oil and chemical tankers                   |
| Chief Mate Yacht                     | Basic tanker endorsement <i>or</i> certificate of proficiency for liquefied gas tankers                      |
| Master Yacht <500GT                  | Advanced tanker endorsement <i>or</i> certificate of proficiency for oil, chemical and liquefied gas tankers |

Your STCW certificate or tanker certificate/endorsement can be renewed for up to five years. A new (replacement) certificate will be issued every 10 years.

This guideline covers training, sea service and other requirements for your renewal, how to apply and pay for your renewal, and where to find more information.

If you have an old STCW certificate or endorsement that has been deemed as a new certificate under Maritime Rule Part 32, refer to the transition information on the Maritime New Zealand (MNZ) website to identify what it is equivalent to under SeaCert.

For more information about equivalent certificates under SeaCert and renewing other certificates of proficiency, refer to the guideline on MNZ's website:

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

## 2. Requirements

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To renew your STCW certificate or endorsement, you need to prove that you meet all of the requirements for the certificate or endorsement. We recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision), and that you understand the fit and proper person requirements.

In summary, you need to:

- be medically fit and have good eyesight
- be of good character and a fit and proper person
- have a current STCW certificate of competency or endorsement
- prove you have the minimum sea service requirements for the certificate or endorsement
- have the required ancillary certificates and demonstrate ongoing competence in these proficiencies, where required.

Each of these requirements and how to prove that you meet them is explained below.

The Director must also be satisfied that you continue to meet the overall training and competency standards for the certificate, taking into account your sea service and any bridging, refresher or updating training you have done.

### 2.1 Sea service

To renew an STCW certificate of competency or endorsement, you must demonstrate continued professional competency by providing evidence of your approved sea service, performing functions appropriate to the certificate or endorsement you hold.

#### Sea service requirements

Your sea service must have been served on a relevant vessel, as set out in the table below.

| Type of certificate/endorsement  | Required sea service   |
|--|--|
| Masters and deck officers serving as watchkeeper deck on vessels of relevant gross tonnage<br>MEC 1 serving as engineer on vessels over 3000kW<br>MEC 2 or MEC 3 serving as engineer on ships over 750kW | At least 12 months in total during the preceding five years<br><i>Or</i> three months in total during the six months immediately before renewal  |
| GMDSS radio operator   | 12 months' radio service in a seagoing ship fully fitted with GMDSS during the five years preceding renewal<br><i>Or</i> three months' radio service in a seagoing ship fully fitted with GMDSS during the six months immediately before renewal |
| Basic and advanced tanker certificates of proficiency or endorsements  | At least three months' sea service during the previous five years, performing duties appropriate to the tanker endorsement on the type of tanker the endorsement applies to  |

## 2. Requirements (continued)

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### Proving your sea service

You are responsible for making sure your sea service is documented and verified by your ship's master or company.

To support your sea service, you must provide at least one of the following documents for each vessel you have served on:

- *certificate of sea service* (available on MNZ's website)
- completed seafarer record book
- discharge certificate or discharge book (ensuring that any section on watchkeeping is appropriately signed off).

The documents you provide must contain all of the following details for each vessel you have served on:

- your employer's name and contact details
- the name, tonnage and type of vessel (for example, cargo vessel, tanker, bulk carrier)
- vessel length overall (for deck certificates)
- the type of cargo carried and area of operation
- the engine type, make, model and output power (for engineering certificates)
- the dates you were employed and the sea time completed between those dates
- your duties, including watchkeeping where relevant to your certificate.

Any statutory declarations you have made are *not* acceptable as proof of your sea service.

### Calculating sea service for voyages of 24 hours or more

Relevant qualifying sea service is expected to be on voyages of 24 hours or more, calculated as follows:

- from the sign-on date of starting work on the ship to the sign-off date of discharge (both dates are inclusive)
- by counting each whole calendar month during this period as one month
- for multiple voyages, by adding together extra days that do not fall within a calendar month, with each addition of 30 days to be calculated as one month.

#### Note:

Voyage means a voyage between a port or place of departure and a ship's final port or place of arrival. It includes any period of 24 hours (or more) where you are signed on or employed on the vessel and you remain on board.

**For example:** If your service record shows your sign-on date as 3 March and sign-off date as 14 April, your sea service would be calculated as one month (3 March to 2 April) and 12 days (from 3 to 14 April inclusive).

Extended time in port is generally not counted as sea service, and nor is time on leave.

## 2. Requirements (continued)

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### Calculating sea service for voyages of less than 24 hours

This sea service applies only to certificates/endorsements where service in excess of 12 months may be on voyages of less than 24 hours, provided all of the conditions of sea service are met.

Sea service on voyages of less than 24 hours (for example, day work) is calculated by counting the number of months made up of days, as follows:

- counting each period of eight (or more) hours worked within each period of 24 hours as one day's service
- counting periods of more than eight hours at a rate of more than one day (may be expressed in decimal points), at the Director's discretion, if the Director is satisfied there are suitable policies and processes in place to manage fatigue
- counting each additional 20 days (or more) in a 30-day period as one month's sea service. (A month is calculated as 160 or more hours worked over 20 or more days in a 30-day period.)

Where insufficient hours are accrued in a period of 30 days, additional hours or days may be accrued as described above until 20 days have been reached. This can then be counted as one month's sea service.

You cannot claim for more days of sea service than you actually served. You also cannot claim for time spent on leave or extended periods in port.

For more information about calculating your sea service, refer to the MNZ website: [maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

## 2. Requirements (continued)

### 2.2 Alternatives to sea service

If insufficient sea service has been gained during the five-year period, an STCW certificate may be renewed as set out in the table below:

| Certificate/endorsement               | Required sea service   |
|---------------------------------------|--|
| Deck and engineer certificates        | Passing an approved test<br><i>Or</i> successfully completing and passing an approved training course or courses<br><i>Or</i> completing approved seagoing service and performing functions appropriate to the certificate held for at least three months, <i>either</i> in a supernumerary capacity <i>or</i> at a lower officer rank than the certificate is valid for, immediately before taking the rank for which it is valid |
| GMDSS radio operator                  | Passing an approved test<br><i>Or</i> successfully completing and passing a GMDSS renewal course that is acceptable to the Director, within 12 months of renewal   |
| Basic and advanced tanker endorsement | Successfully completing and passing an approved training course or courses   |

### Equivalent renewal experience

STCW allows for professional competence for sea service to be established by having performed functions ashore that are considered equivalent to the above sea service.

The Director may renew an STCW certificate or endorsement (other than a GMDSS certificate) if a holder has completed at least 2.5 years of non-seagoing experience in the previous five years, in a position considered by the Director to be equivalent to seagoing service. These positions may include:

- harbour or coastal pilots
- harbourmasters
- marine college lecturers
- technical, engineering and marine superintendents or ship repair managers
- surveyors with the International Association of Classification Societies (IACS).

The Director may renew a GMDSS certificate if the holder can provide evidence of having performed functions that are considered to be at least equivalent to the seagoing service required. Holders may include:

- radio technicians involved in the use, installation and testing of the full suite of GMDSS equipment
- GMDSS lecturers at MNZ training providers
- dedicated radio operators in fully GMDSS-equipped stations other than ships.



## 2. Requirements (continued)

### Documenting sea service or equivalent experience

To renew your certificate, you must provide evidence of recent sea service or equivalent experience. In most cases relevant sea service will be sufficient, but the Director may consider that other types of experience satisfy in full or part the requirements for relevant experience equivalent to sea service.

The following table sets out the types of experience that may be considered and the documents you would need to provide with your renewal application. Acceptable forms of assessment, examination or (refresher) training will be notified on MNZ's website or by training providers as these are determined.

| Type of experience   | Document you must provide   |
|--|---|
| Completing sea service in the role to be renewed (check the certificate requirements)  | Evidence of sea service containing information and of a type acceptable to the Director, as indicated in the relevant certificate guideline (eg certificate, testimonial or discharge book)   |
| Completing and passing relevant bridging, refresher or updating training acceptable to (as specified by) the Director  | Documentation from a training provider indicating the name of the person trained, the specific training standard provided, the date and a statement that the person successfully demonstrated competency at the required level  |
| Passing an assessment of a type specified by the Director  | Documentation from an approved assessor indicating the name of the person examined, the specific nature of the assessment, the date and a statement that the person successfully demonstrated competency at the required level  |
| Passing an examination that uses a framework set by the Director   | Documentation from an approved examiner indicating the name of the person examined, the specific nature of the examination, the date and a statement that the person successfully demonstrated competency at the required level   |
| Spending at least 30 months in the preceding five years: <ul style="list-style-type: none"><li>employed in a relevant shore-based role</li><li>or engaged in performing relevant functions</li></ul>   | Letter from an employer stating the position, functions and duties, period of employment (or performing the relevant functions) and how the employment (or performance of functions) is considered relevant to the certificate being renewed                                    |
| Performing on-board functions appropriate to the certificate for at least three months immediately prior to application: <ul style="list-style-type: none"><li>in a supernumerary capacity</li><li>or in a lower officer rank than the certificate to be renewed is valid for.</li></ul> | Company letter confirming completion of on-board training and experience as a supernumerary<br><br>Or evidence of not less than three months of sea service containing information and of a type acceptable to the Director, as indicated in the relevant certificate guideline |

**Note:** If the certificate has expired, you must obtain a dispensation to sail from MNZ before proceeding to sea, unless you hold another valid certificate.

## 2. Requirements (continued)

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### Notes:

Examples of acceptable documentation are a signed and dated letter, certificate or assessment record containing the required information.

Training providers, examiners or assessors are those approved either under the New Zealand Education Act or by the Director of Maritime New Zealand, or acceptable to the Director.

## New STCW (Manila) requirements

### ECDIS training

Deck officers working on board ships fitted with an electronic chart display information system (ECDIS) must undergo specific education and training.

When a New Zealand certificate of competency issued in compliance with STCW Regulations II/1, II/2 and II/3 is renewed, the seafarer needs to comply with the new STCW requirements if they wish to work on ships fitted with ECDIS after 31 December 2016.

Information about the introduction of ECDIS installations and training requirements is available on the website for Admiralty Nautical Products & Services ([admiralty.co.uk](http://admiralty.co.uk)).

Deck officers not meeting this requirement will have the following limitation placed on their certificate of competency: *From 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS.*

Deck officers may ask for this limitation to be removed when they have provided documentary evidence of having completed MNZ-approved ECDIS training.

### High-voltage requirements

The STCW (Manila) amendments introduce a requirement for engineer officers to undergo education and training in high voltage (HV) systems at both operational and management levels. This requirement applies to all engineer officers starting training after 1 July 2013. All engineer officers who work on ships with HV systems will need to comply from 1 January 2017.

An HV system involves voltage generated and distributed at high voltage (over 1000V) or transformed to and distributed at high voltage. It does not include systems where high voltage is utilised locally (such as for ignition systems, radio transmission, radar or other navigational equipment).

For new candidates seeking engineer officer certificates, HV training requirements will be incorporated into future training programmes.

Existing engineer officers renewing their certificates after 1 January 2012 do not have to take any further action, even if they are currently working with or intend to work with HV systems. However, they will have the following limitation placed on their certificate of competency: *From 1 January 2017 this certificate is not valid for service on ships fitted with high voltage (over 1000V) systems.*

A similar limitation will apply to new certificates issued in the future, if the applicant's training has not included HV systems. Certificate holders may ask for this limitation to be removed when they have provided documentary evidence of having completed MNZ-approved HV training.

## 2. Requirements (continued)

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### 2.3 Ancillary certificates

From 1 January 2017, seafarers who are required under STCW to hold the following ancillary certificates must continue to provide evidence every five years that they have maintained the required standards of competence to undertake the required tasks, duties and responsibilities:

- basic training (personal survival techniques, and fire prevention and fire fighting)
- proficiency in survival craft and rescue boats other than fast rescue boats
- proficiency in fast rescue boats
- advanced fire fighting.

Seafarers renewing their STCW certificate after 1 January 2017 must submit documentary evidence of having completed MNZ-approved updating or refresher training where required. (This requirement does not apply to seafarers applying for a STCW certificate renewal before 1 January 2017.)

The following certificates do not need to be renewed:

- personal safety and responsibility and elementary first aid components of basic training
- medical first aid on board ship
- medical care on board ship
- ship security officer.
- security awareness training.

Although not an STCW requirement, we encourage you to maintain the currency of any first aid or medical aid/care certificate in accordance with the requirements of the issuing organisation.

### Evidence of on-board training and experience

MNZ may accept on-board training and experience as maintaining the required standard for some competencies. These are defined for each ancillary certificate in the appropriate tables in chapter VI of the STCW Code. Records should be kept of this on-board training and experience.

The remaining competencies need to be demonstrated by completing an approved training or refresher course. Your training provider will also assess your on-board training records and will issue a new certificate for the ancillary proficiency on satisfactory completion of the refresher course.

Further information about the refresher training requirements can be found in the ancillary guidelines on MNZ's website: [maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers).

## 2. Requirements (continued)

### Ancillary refresher course requirements for renewal

Table 1: Renewal requirements for personal survival techniques

| Competence                                      | On-board training/experience  | Training course                                       |
|---|---|---|
| Survive at sea in the event of ship abandonment | Don a lifejacket  | Don and use an immersion suit                         |
|   | Board a survival craft from the ship while wearing a lifejacket           | Safely jump from a height into the water              |
|   | Take initial actions on boarding a lifeboat to enhance chance of survival | Right an inverted liferaft while wearing a lifejacket |
|   | Stream a lifeboat drogue or sea-anchor                                    | Swim while wearing a lifejacket                       |
|   | Operate survival craft equipment  | Keep afloat without a lifejacket                      |
|   | Operate location devices, including radio equipment                       |   |

Table 2: Renewal requirements for fire prevention and fire fighting

| Competence                 | On-board training/experience   | Training course   |
|----------------------------|--|---|
| Fight and extinguish fires | Use self-contained breathing apparatus   | Use various types of portable fire extinguishers  |
|                            | Effect a rescue in a smoke-filled space, using an approved smoke-generating device aboard, while wearing a breathing apparatus | Extinguish smaller fires, such as electrical, oil or propane fires  |
|                            |  | Extinguish extensive fires with water, using jet and spray nozzles  |
|                            |  | Extinguish fires with foam, powder or any other suitable chemical agent   |
|                            |  | Enter and pass through, with lifeline but without breathing apparatus, a compartment into which high-expansion foam has been injected           |
|                            |  | Fight fire in smoke-filled enclosed spaces wearing self-contained breathing apparatus   |
|                            |  | Extinguish fire with water fog or any other suitable fire-fighting agent in an accommodation room or simulated engine-room fire and heavy smoke |
|                            |  | Extinguish oil fire with fog applicator and spray nozzles, dry chemical powder or foam applicators  |

## 2. Requirements (continued)

Table 3: Renewal requirements for proficiency in small craft other than fast rescue boats

| Competence   | On-board training/experience  | Training course  |
|--|---|--|
| Take charge of a survival craft or rescue boat during and after launch | <p>Interpret from the markings on survival craft the number of persons they are intended to carry</p> <p>Give correct commands for launching and boarding survival craft, clearing the ship, and handling and disembarking persons from survival craft</p> <p>Prepare and safely launch survival craft and clear the ship's side quickly</p> <p>Safely recover survival craft and rescue boats</p> <p>Use portable radio equipment for survival craft</p> | Right an inverted life raft while wearing a lifejacket |
| Manage survivors and survival craft after abandoning ship              | <p>Row and steer a boat and steer by compass</p> <p>Use individual items of equipment of survival crafts, except for pyrotechnics</p> <p>Rig devices to aid location</p>  |  |
| Use locating devices, including communication and signaling apparatus  | Use portable radio equipment for survival craft   |  |
| Apply first aid to survivors   |   |  |

## 2. Requirements (continued)

Table 4 Renewal requirements for proficiency in fast rescue boats

| Competence  | On-board training/experience   | Training course  |
|---|--|--|
| Take charge of a fast rescue boat during and after launch | Control safe launching and recovery of a fast rescue boat<br>Handle a fast rescue boat in prevailing weather and sea conditions<br>Use communications and signaling equipment between the fast rescue boat and a helicopter and a ship<br>Carry out search patterns, taking account of environmental factors | Right a capsized fast rescue boat<br>Recover a casualty from the water and transfer to a rescue helicopter or to a ship or place of safety |

Table 5 Renewal requirements for proficiency in advanced fire fighting

| Competence                                    | On-board training/experience  | Training course   |
|---|---|---|
| Control fire-fighting operations aboard ships | Fire-fighting procedures at sea and in port, with particular emphasis on organisation, tactics and command<br>Communication and coordination during fire-fighting operations<br>Ventilation control, including smoke extraction<br>Control of fuel and electrical systems<br>Fire-fighting process hazards (dry distillation, chemical reactions, boiler uptake)<br>Fire precautions and hazards associated with the storage and handling of materials<br>Management and control of injured persons<br>Procedures for coordination with shore-based fire fighters | Use of water for fire extinguishing, the effect on ship stability, precautions and corrective procedures<br>Fire fighting involving dangerous goods |

## 2. Requirements (continued)

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### 2.4 Fit and proper person

To renew your certificate or endorsement, we need to confirm that you are of good character. To help us do this, there are several forms we need from you. These are outlined below.

| Requirement          | Document(s) you must provide   |
|----------------------|--|
| Be of good character | <ul style="list-style-type: none"><li>• A completed <i>fit and proper person form</i>, which must have been signed and dated no more than three months before we receive your application</li><li>• A police clearance report for any country or countries outside New Zealand that you have lived in for 12 months or longer in the past five years (covering the entire period you lived in that country or countries)</li><li>• A copy of your Ministry of Justice (MoJ) criminal record check. This must be less than 90 days old at the time you apply.</li></ul> |

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Refer to *5. Forms* for all of the forms that you will need to complete your application.

## 2. Requirements (continued)

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### 2.5 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the required standard.

| Requirement        | Document(s) you must provide  |
|--------------------|---|
| Be medically fit   | <p>A certificate of medical fitness for seafarers that is valid at the time we renew your certificate or endorsement.</p> <ul style="list-style-type: none"><li>• This is a special medical certificate that complies with STCW regulation I/9. You must get this from an approved medical practitioner, or from a medical practitioner approved for issuing seafarer medicals in another country that is party to STCW.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your certificate or endorsement is renewed.</li></ul> |
| Have good eyesight | <p>Eye test results showing you have met the required standards for visual acuity (including a letter eyesight test). Your letter eyesight test results, assessed as part of the seafarer's certificate of medical fitness, must still be valid at the time we renew your certificate or endorsement.</p> <p>If there is any doubt about you passing the eyesight test, your medical practitioner will refer you to a registered optometrist.</p>   |

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For more information about the medical and eyesight requirements for your certificate or endorsement, refer to the guidelines on MNZ's website:

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)



## 3. When and how to apply

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If an application for renewal of an STCW certificate or endorsement is made within six months of its expiry date, the certificate or endorsement will be renewed until the five-year anniversary of the expiry date.

Certificates or endorsements renewed more than six months before their expiry date will be renewed for five years from the date of renewal.

If your certificate or endorsement has expired, you may be required to provide additional evidence of competence. This may involve refresher training, practical assessments and examinations.

We recommend you apply as soon as you have completed all of the renewal requirements for your certificate or endorsement, to allow enough time for your application to be processed.

Make sure you include all of the documents we have asked for.

Refer to the checklist at 3.4 to make sure you have everything you need for your renewal application.

### **Note:**

If your application is incomplete, it will not be processed and we will return your application and other documents to you.

### 3.1 Copies of supporting documents

We only need copies of your supporting documents, not the original versions.

The exceptions are:

- supporting documents for the *Fit and proper person form* – these need to be sighted and signed copies of the ID documents specified on the form

We do not need to see any of the documents you have already sent to us for other applications – just make a note about these documents in your application. However, if any of these documents have expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

### 3. When and how to apply (continued)

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#### 3.2 Fees

There is a fee for your application. Refer to the Maritime NZ website for information about fees.

[maritimenz.govt.nz/fees](https://maritimenz.govt.nz/fees)

You will be invoiced once we have formally received your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit.

Refer to the MNZ website for more information about how to pay your fees:

[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)

As well as the application fee, you will have other fees and expenses to pay. For example, you may need to pay for your eyesight tests, medical examination and any refresher training courses.

### 3. When and how to apply (continued)

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#### 3.3 Application process

This is the application process for renewal of an STCW certificate of competency or tanker proficiency or endorsement. Complete each step before you move on to the next one.

##### 1 Do you meet all the requirements?

You need to check that you meet all of the requirements for this certificate.

##### 2 Do you have the documents we need?

You need to prove that you meet the requirements. Include all of the documents we have asked for with your application form. Use the checklist to help you (see 3.4. *Checklist*).

Remember we need copies, not the originals.

##### 3 Send us your application by courier or email

There are two options for you to send your application:

1. Send your application by email, attaching the scanned documents.  
The application form has information about the requirements for electronic copies.
2. Use a courier to send us your completed application forms and supporting documents.

The addresses are on the application form.

##### 4 Confirmation and/or request sent

We will send you an email or letter to confirm that we have received your application and advise you of any documents we need from you before we can assess your application.

We must receive your payment before we can finalise your application.

### 3. When and how to apply (continued)

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#### 5 Assessment and payment of application fee

Once you have sent us all the documents we need, we will assess your application and make a decision.

We will send you an invoice with your reference number and information on how to pay the application fee once we begin the assessment. Please note we cannot release your certificate unless payment has been received.

#### 6 Issue certificate

We will send you:

- your certificate, if your application has been successful, or
- a letter or email explaining why your application was unsuccessful.

### 3. When and how to apply (continued)

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#### 3.4 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, dated and sighted as required.

We need to see all of the documents listed below to confirm that you have met each requirement. The only exceptions to this are documents that you have already sent to us for other applications (just note this in your application). However, if a document has expired or will expire before we renew your certificate or endorsement, we need to see a copy of that new or renewed document.

##### About you

- Your current STCW certificate or STCW endorsement (original version)
- Seafarer certificate application form*
- Fit and proper person form* - including sighted and signed copies of the ID documents specified on the form and MoJ criminal record check if applicable
- Police clearance for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers

##### Your sea service and ongoing competence

- Evidence of sea service
- Evidence of meeting ongoing competency requirements for ancillary certificates

### 3. When and how to apply (continued)

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**Remember:**

- Send your application to us by courier or email (for an emailed application, you will need to send your certificate or endorsement by courier)
  
- Send your application for renewal to us well before your certificate or endorsement is due to expire

### 3. When and how to apply (continued)

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#### 3.5 Where to send your renewal application

To provide extra security, we recommend that you courier your application forms and documents to us.

Alternatively, you can scan and email your application and supporting documents. (Refer to the application form for information about how to send your documents electronically. You will need to separately courier the original of your certificate or endorsement to us.)

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
WELLINGTON 6011

***Or***

**Email your application to:**

seafarers@maritimenz.govt.nz

## 4. Contact us for help

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If you need more information about the requirements for your renewal application, visit the Seafarer Certification section of our website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

If you can't find the information you need, send us an email:

Tell us what you need help with and remember to include your contact details (email address and phone numbers).

We need your completed application before we can assess whether you meet the requirements to renew your certificate or endorsement.



## 5. Forms

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To renew an STCW certificate of competency or tanker certificate of proficiency or endorsement, there are several forms that you must provide and others that you may need to provide.

Everyone applying to renew an STCW certificate of competency or tanker certificate/endorsement must complete and send us all of the following forms:

- *Seafarer certificate application form*
- *Fit and proper person form.*

Other forms you may need to use:

- *Certificate of sea service*
- *Summary of seagoing service form*

**Each of these forms is available on the MNZ website:**

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

**Note:**

You must complete these forms correctly for your application to be valid. Carefully read any notes before you start.